

Policy Series 100: Introduction

**103 -Organizational Structure With
Bureau and Division Functions**

Chapter 84 (RSMo.)

Policy - Organizational Structure

Policy 103-7

I. INTRODUCTION

The basis for the organization of the Kansas City, Missouri Police Department is Chapter 84, Missouri Revised Statutes. The Board of Police Commissioners determines policy and adopts rules and regulations consistent in governing police-related activities. The Board is responsible for the appointment of a Chief of Police, secretary to the Board, police surgeons, police physicians, attorneys, chaplains, and consultants. The Board has the power to provide and contract insurance coverage for health, medical, and liability insurance for all members of the police department. The Board is also charged with the responsibility of performing duties and exercising powers consistent with the provisions of Sections 84.350 to 84.860 of the Missouri Revised Statutes. The Office of Citizen Complaints, under the authority of the Board, was created to receive and process citizen complaints regarding alleged misconduct by department members.

II. POLICY

The Chief of Police, with the concurrence of the Board of Police Commissioners, separates the department into an organizational structure which determines how the duties and responsibilities of the department are divided among the various elements.

III. ORGANIZATIONAL ELEMENTS

The following outlines the organizational structure of the Kansas City, Missouri Police Department, including a brief description of the duties and responsibilities of each organizational element.

OFFICE OF THE CHIEF OF POLICE

As chief executive officer of the police department, the Chief of Police is responsible for proper administration of police affairs, suppression of crime, and execution of policy pertaining to police affairs as determined by the Board of Police Commissioners. The Legal Advisor and Deputy Chiefs assigned to each of the five bureaus report directly to the Chief.

A. EXECUTIVE SERVICES BUREAU

The Deputy Chief assigned to the Executive Services Bureau is responsible for the administration of the Chief's Office. The bureau operates directly under the Office of the Chief of Police and has authority over and responsibility for:

1. Fiscal Division

The Fiscal Division has responsibility for all fiscal matters concerning the department. It is responsible for budget preparation and control as well as initiating management control actions affecting the proper utilization of fiscal resources. Includes: **Budget Preparation and Control Section** and **Private Officer's Licensing Section**.

Financial Services Unit

Records all financial transactions of the department including purchasing and disbursement of materials, supplies, or services required for the operation of the department. Conducts long range planning and administers the grant programs. Includes: **Purchasing Section, Supply Section, Accounting and Payroll Section, Capital Improvement Section, and Asset Forfeiture**.

2. Professional Standards Division

Responsible for matters involving internal investigations, and police intelligence involving organized crime. Coordinates and oversees the activities of elements which function directly through the Chief's Office, with the exception of the Legal Advisor and the various bureaus. Includes:

a. Internal Affairs Unit

Assures thorough and objective investigations of citizen complaints. Conducts investigations of miscellaneous incidents regarding employee conduct and actions of a non-criminal nature which are initiated internally.

b. Intelligence Unit

Gathers and evaluates information on persons engaged in organized crime, major criminal offenses, and other activities which encourage the disruption of peace and tranquility in the city.

c. Media Relations Office

Publishes the department's newsletter, processes all department awards presented to either department members or members of the community, and coordinates various social or ceremonial functions sponsored by the department. The commander of the Media Relations Office coordinates the release of information to the news media.

B. ADMINISTRATION BUREAU

Responsible for providing administrative and developmental support necessary for effective department operations. Functions include recruiting, hiring, training, promotions, and employee benefits. It maintains a process of research, analysis, planning and preparation of department goals, programs, and procedures. Furthermore, it is responsive to the automation needs throughout the department, as well as the record keeping functions.

1. Research and Technology Division

Primarily responsible for development, implementation and evaluation of programs, policies, and procedures designed to improve department operations. Includes:

a. Computer Services Unit

Provides computerized information systems directly to support operations and administrative programs. Responsible for development, control, and maintenance of all ALERT II system software. Coordinates with regional agencies in ALERT II project development. Responsible for the development, control, and maintenance of all tele-communications interfaces (computer-to-computer and computer-to-terminal) in accordance with National Crime Information Center (NCIC) rules, as well as federal and state privacy and security rules and guidelines. Includes: **Computer Operations Section, Computer Programming Section, and Computer Systems**

Section.

b. Records Unit

Responsible for the control and secure maintenance of official police reports, and the dissemination of criminal record information per law and department policy. Also responsible for the interdepartment mail service. Includes: **Records Section**, **Data Entry Section** and the **Alarm Coordinator**.

c. Planning and Research Unit

Attempts to systematically predict and anticipate future problems and initiate appropriate policies and procedures. Includes: **Special Projects and Programs Section**, and **Policies and Procedures Section**.

2. Personnel Division

Responsible for all functions relating to personnel matters. Includes:

a. Employee Benefits Unit

Responsible for position and pay analysis, the administration of injury leave, health insurance, and other matters pertaining to health benefits, and coordination of off-duty employment and college incentive. Includes: **Benefits Section** and **Personnel Records Section**.

b. Employment Unit

Responsible for insuring equity and fairness throughout the employment and promotional process while employing quality personnel. Includes: **Employment Section** and **Polygraph Section**.

3. Training Division

Responsible for the administration of the Regional Police Academy and meeting the training needs of area law enforcement agencies and the department. Committed as well to the utilization and further development of the department's cable network system. Produces video training material, and broadcasts over the department's closed circuit cable TV network. This division also includes two units:

a. Advanced Training Unit

Responsible for continuing education training, management training, supervisory training, and coordination of all training components throughout the department. Includes: **Drug Abuse Resistance Education (D.A.R.E.) Section, Gang Resistance Education and Training (G.R.E.A.T.), and Professional Training Section.**

b. Basic Training Unit

Provides entry level training for recruit officers and in-service training in firearms, personal defense, and physical conditioning to sworn police officers and reserves. Includes: **Firearms Training Section, Gunsmith, and the Academic Section.**

C. PATROL BUREAU

Provides continuous police services to the city while maintaining a peaceful and secure environment for the citizens of Kansas City, Missouri.

This objective is accomplished by community policing, preventive patrol, crime prevention programs, apprehension and assistance in the prosecution of criminal offenders and traffic violators, the assurance of unimpeded traffic flow throughout the city, and a service oriented patrol force. The **Municipal Court Liaison** is also assigned to this bureau office.

The following divisions are included within the bureau:

1. Central Patrol Division

State Line on the west, Prospect Avenue on the east, 39th Street on the south, the Missouri River on the north, and the area north of the river immediately surrounding Municipal Airport.

2. Metro Patrol Division

State Line on the west, 39th and Blue Parkway on the North, Blue Ridge Cut-Off on the east, and 85th and 87th Streets on the south.

3. East Patrol Division

Prospect on the west, the city limits on the east, the Missouri River on the north, and Swope Parkway, Blue Parkway, and Sni-A-Bar on the south.

4. North Patrol Division

The area located north of the Missouri River, except for the area immediately surrounding Municipal Airport.

5. South Patrol Division

85th and 87th Streets on the north, the city limits on the east and south, and State Line on the west.

D. OPERATIONS SUPPORT BUREAU

Responsible for tactical operations, traffic management, temporary detention of arrests, police radio communications, and maintenance of department buildings and grounds, vehicle fleet, and radio equipment.

1. Logistics Division

Manages the support activities for law enforcement. Includes:

a. Building Maintenance Unit

Responsible for providing preventative and repair maintenance, custodial care, and security for 21 facilities, including buildings and parking lots.

b. Communications Unit

Receives all 9-1-1 calls originating within Kansas City, Missouri. Includes the **Radio Maintenance Section** which has the responsibility for the installation and maintenance of the department's radio communication system.

c. Detention Unit

Provides a temporary holding facility as a 20-hour lock-up for investigation arrests and city arrests.

d. Fleet Operations Unit

Responsible for fleet maintenance of marked, unmarked, and surveillance vehicles on a twenty-four hour basis.

2. Special Operations Division

Enforces the traffic codes and provides tactical support to patrol and investigations. Plans and coordinates police response to special events such as major sporting events, conventions, dignitary visits, or other situations where large crowds are anticipated. Included in the division are:

a. Accident Investigation Unit

Provides for the thorough investigation of traffic accidents. Special emphasis is placed on investigations of fatal, serious injury, hit and run, and police equipment accidents. Includes: **Commercial Vehicle Enforcement Section, Accident Investigation Section, D.U.I. Section, and Hit and Run Section.**

b. Traffic Enforcement Unit

Enforces the traffic codes and controls traffic flow during emergency situations and special events. Includes: **Parking Control Section.**

c. Helicopter Unit

Provides aerial support to ground personnel in building searches, rescue efforts, car chases, and other situations where aerial surveillance will be of advantage.

d. Canine Unit

Supports the investigative and patrol functions through the use of dogs trained in building search techniques as well as narcotics and explosives detection.

e. Tactical Response Teams 1 and 2

Handle situations involving hostages and/or armed, barricaded subjects. Team personnel are highly trained and specially equipped.

E. INVESTIGATIONS BUREAU

Responsible for directing the investigation of reported crimes. Overall objectives include the identification, apprehension, and assistance in the prosecution of persons responsible for the commission of criminal acts.

1. Violent Crimes Division

Responsible for investigation of violent crimes. The division includes:

a. Homicide Unit

Investigates aggravated assaults, dead bodies, suicides, non-aggravated assaults, and all homicides. Includes the **Victim/Witness Assistance Section**.

b. Robbery Unit

Investigates reported robberies. Includes: **Perpetrator Information Center Section** and **Special Equipment Section**.

c. Sex Crimes Unit

Conducts investigations into reported sex offenses, kidnappings, abductions, all harassment complaints, and reported child abuse or neglect.

2. Property Crimes Division

Responsible for investigation of property crimes. Included within this division are: **Property Crimes Sections** located at each of the five patrol division stations, **Pawn Shop Section**, **Bomb and Arson Section**, **Fraud Section**, and **Forgery Section**.

3. Narcotics and Vice Division

Responsible for targeting groups or individuals who are known or suspected to be involved in organized criminal activities, drug trafficking, prostitution, and enforcing all laws applicable to such activity. Includes:

a. Drug Enforcement Unit

Investigates persons engaged in the trafficking of illegal drugs. Initiates investigations in cooperation with federal, state, and county agencies, and develops court cases in the state and federal systems. Includes the **Financial Investigations, Interdiction, Undercover** and **Administrative Sections**.

b. Street Narcotics Unit

The Street Narcotics Unit conducts both undercover and tactical enforcement activities aimed at suppressing narcotics trafficking at the street level. Includes: **Undercover Section, Tactical Enforcement Section, Gang Section** and the **Administrative Section**.

c. Vice Unit

The Vice Unit investigates and takes enforcement action on prostitution, pornography, gambling, and liquor/amusement violations. Includes: **Vice Section** and **Liquor Enforcement Section**.

4. Investigations Support Division

Provides support services to the criminal investigation functions of the department, including: collection and preservation of evidence related to criminal actions, the forensic examination of items and material collected, and the investigation of various crimes as well as the apprehension and extradition of criminals.

a. Investigative Services Unit

Responsible for the apprehension and extradition of criminals, the investigation of missing persons, the processing of juvenile apprehensions, and providing security for all recovered property and evidence. Includes: **Fugitive Apprehension/Arraignment Section, Juvenile Section, and Property and Evidence Section**.

b. Criminalistics Unit

Responsible for the identification, collection, preservation and examination of items of physical evidence and fingerprint identification. Includes: **Crime Scene Investigations Section, Fingerprint Identification Section, and Regional Crime Laboratory.**

IV. ORGANIZATIONAL CHART

The following organizational charts are graphic representations of the relationships among the various elements within the department.

Steven C. Bishop
Chief of Police

KANSAS CITY, MISSOURI POLICE DEPARTMENT ORGANIZATIONAL STRUCTURE









